

**NASHUA PUBLIC LIBRARY
2 COURT STREET
NASHUA, NEW HAMPSHIRE 03060**

LIBRARY BOARD OF TRUSTEES MEETING

February 4, 2020
7:00 P.M.

AGENDA

1. Public comment period
2. Review of monthly bills and trust fund requests
3. Approval of Minutes from January meeting
4. Nashua Sculpture Symposium
5. FY2021 Budget proposal
6. Policies:
 - a. "Nashua Creates" Local Author Collection Development Policy
 - b. Donation policy
 - c. Meeting room policy
7. Other Business

REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on January 7, 2020, in the Chandler Memorial Wing at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

David Pinsonneault (Acting Chair)
Scott Jaquith
Padma Kunapareddy
Kristin Kane
Paul Bergeron

Also present was Library Director, Jen McCormack, and Assistant Library Director Jenn Hosking, who took the minutes.

Chairman Pinsonneault called the meeting to order at 7:00 pm.

Public comment period: Stacie Laughten complimented the library on the Chandler Wing renovation and other updates throughout the library over the past few years.

The Board examined the bills and, upon a motion duly made by Mr. Bergeron, seconded by Mr. Jaquith, unanimously:

RESOLVED that bills in the amount of \$35,057.28 be approved for payment from the **Regular** budget and bills in the amount of \$382.93 be approved for payment from the **Fines** budget.

Upon a motion duly made by Ms. Kane, seconded by Mr. Jaquith, the Board unanimously **approved the minutes of the November 6, 2019 meeting and the special meeting on December 18, 2019.**

Upon a motion duly made by Mr. Bergeron, seconded by Ms. Kane, the Board unanimously **approved estimated travel expenses in the amount of \$1935 to fund Assistant Director Hosking's travel to Nashville, TN for the Public Library Association Conference.**

In other business, Director McCormack informed the Board that Chairman Laflamme will contact members to discuss forthcoming collective bargaining contract negotiation strategies.

There being no further business to come before the Board, upon a motion duly made by Mr. Bergeron seconded by Ms. Jaquith, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 7:24 pm.

Attest _____

David K. Pinsonneault, Secretary

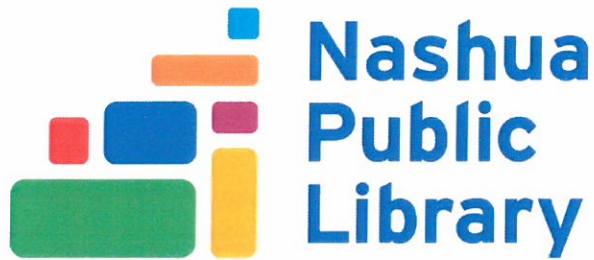
1/7/20



The Nashua Public Library Board of Trustees welcomes public comments on Library matters. For the sake of time and interest, the Board adheres to the following rules during the public comment period:

1. Each person must sign-in if they wish to have a turn addressing the Board and the Library Director. Anyone who refuses to identify themselves by signing-in will not be permitted to speak.
2. The sign-in roster (below) will determine the speaking order for those who wish to make a public comment.
3. Each speaker is allowed one period of up to 3 minutes.
4. The public comment period will be open for up to 15 minutes, at the beginning of the meeting.
5. The Board of Trustees and the Library Director are under no obligation to respond to the public during this comment period.

	Date	First and Last Name	Address	Subject	Affiliation (if applicable)
1	Self	Stacie Laughlin	30 Elm St #1	Briefly comment on the renovation of the library	City of Nashua
2					
3					
4					
5					



02/04/2020

Director's Report

Buildings and Grounds:

- Tree clearing along the river front has been ongoing for the last 2 weeks; there has been some impact on customer parking but the crew has been careful to leave at least half of the parking lot available at all times. The bigger impact of this project has probably been reduced productivity with so much happening right outside our windows!
- The RFP for the plaza renovation has been released; the walk-through for bidders is scheduled for Thursday, Feb. 6 at 9 AM. Bids on the project are due on April 26, 2020 at this time I don't think any construction is likely to happen until late summer/early fall but I will keep the Board informed.

Department updates

- The digitization of L'Impartial is complete and this important historical resource is now available on our website, along with historical issues of the Nashua Telegraph. Both newspapers can be browsed by date or searched by key word.
- "ERC" (E-resource central) will be live before the end of this week, allowing customers to access eBooks and eAudio directly from the catalog, this is one of the features made available in our new contract with Sirsi Dynix.
- Once again this year we are partnering with the Nashua River Watershed Association to host a February vacation camp at the library for children aged 8-15. This year's theme is "Design and Create a 3-D Urban River Model", the camp will run from 9 AM – 1PM during the last week of February and registration is now open on our website.

- New furniture and PCs have been ordered for our public computing stations as part of a major refresh of that area of the library. Free access to computers is one of our major services and the current condition of that area of the library is neither welcoming nor does it appropriately convey our commitment to excellent service to every customer. Funding for the new computers and furniture was available in our regular budget due to the escrows we were able to secure at the end of FY2019.

Administration updates

- Recruitment continues for our 2 vacant professional positions: Jenn has reserved table space at the career fair at the PLA conference at the end of the month.
- The library has been included in the city's efforts to become a Certified Welcoming City and I will be part of an on-site audit taking place this week. Here's a brief description of this process from the Mayor's office: *"The certification demonstrates our commitment to our values of welcoming everyone who chooses to call Nashua, NH home, including immigrants and refugees. In order to become Certified Welcoming, we must demonstrate that we meet the core criteria in the Welcoming Standard. The Certified Welcoming process includes an on-site audit where the certification team (bios attached) will come to Nashua, NH on February 5th and 6th to meet with Nashua, NH agencies, community partners, and stakeholders"*

Budget/Financial updates

- My budget proposal for FY2021 is attached to this report, I will submit it to the Financial Reporting office this week. Major adjustments of note are:
 - Contingency for contract negotiations
 - Reduction in salaries: we will not be filling the vacant receptionist position, efficiencies in our Acquisitions process make that position unnecessary
 - Hardware Maintenance has been absorbed into the Technology Operations, this budget pays for our ILS and a variety of other online services for patrons and staff (online calendar, museum pass reservations, etc.)
 - Reductions have been made to some budget lines to accommodate the amount set aside for contract negotiations: most notably in Publications (books), program expenses and Equipment. We may need to rely more heavily on other funding sources for some purchases in those areas but I'm confident that we can maintain our current level of service to the public with this proposed budget.

Monthly statistics

- **January door count (through 1/27):** 18,577
- **Computer use:** Our public computers were used 1825 times during December for a total of more than 1500 hours.
- **Long Winter Read:** As of 1/27/2020 there are 165 readers registered for the Long Winter Read and collectively they have read for more than 117,000 minutes.
- **Cinema Cabaret:** You may recall that in December we began offering a daytime screening of our regular Tuesday evening films: so far 38 people have enjoyed these matinee show times, compared to 104 people attending the evening showings.



Approved by the Nashua Library Board of Trustees ~~9/04/2012~~ 02/04/2020

Donation/gift policy:

The Nashua Public Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities as described in the guidelines below. The library reserves the right to refuse any gift or donation that the Director and Board of Library Trustees deem not in the best interest of the library to accept. All gifts or donations to the Library shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be in effect other than those approved by the express vote of the Board of Trustees.

GUIDELINES

Materials: Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends, offered to other city departments, donated to another community agency/organization or discarded.

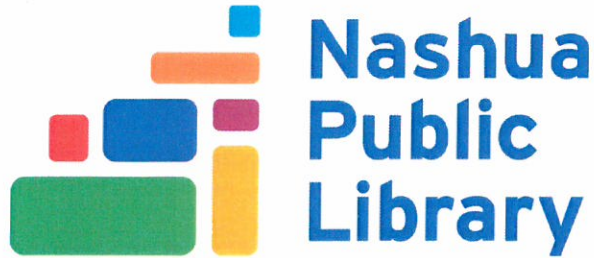
Recognition gifts: The Library welcomes monetary gifts intended for the purchase of materials for the collections in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject preferences; specific titles may be purchased if the specified materials meet our collection development policies.

Other monetary gifts: Monetary or financial donations are welcome and will be deposited into a trust fund that is administered by the Board of Trustees to be spent by the library on a variety of services, collections, supplies or building improvements. Major financial gifts intended to fund a special project or building improvement may be deposited into a separate trust account, large gifts should be discussed with the library Board of Trustees before being (transmitted) to the library.

Art & decorative objects: Because of the Library's limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director and Board of Trustees. Gifts that require extensive, regular special care or conservation will not be accepted.

Valuation: The Library will provide written acknowledgment of the receipt of gifts to the donor and, if desired upon request, to a recognized individual or organization. ~~Income-tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.~~ No determination of the value of a gift or donation will be established or offered by the library, potential donors should have their items appraised prior to donating them.

Future disposition of gifts: The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds. Excess or unwanted items may be offered to other city divisions, given to the Friends of the Library, donated to another community agency/organization or otherwise disposed of at the sole discretion of the Library Director and Board of Trustees.



Adopted by the Nashua Public Library Board of Trustees on 12/01/2019

Meeting Room Policies and Procedures

If your group meets our eligibility guidelines below you can go online to reserve one of the large meeting rooms, or do so in person at the desk in the Chandler wing. Our small meeting rooms currently can only be reserved in person or on the phone. If you have any questions about the rooms, our policies or reservation procedures please give us a call at 589-4603.

Eligibility Guidelines:

Library programs and activities have absolute priority over all other uses and are not covered under these policies and procedures.

Eligibility for rooms Large Meeting, Medium Meeting, Activity Room, Conference, Training Room and NPL Theater :

These meeting rooms at the Nashua Public Library are available free of charge to any non-profit or governmental entities for meetings or programs of an educational, cultural, charitable or civic nature during library hours. Profit-making entities are not permitted to use these meeting rooms. Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm are prohibited even if they are free and open to the public. This includes groups offering free introductory lectures prior to a paid course of instruction. Nonprofit groups may engage a speaker from a business as long as the speaker and the nonprofit group do not sell, advertise, or promote commercial products or services during their program/meeting. Please call 589-4603 to reserve the computer training room. The other rooms may be booked in person or online at www.nashualibrary.org/visit/meeting-rooms/.

Eligibility for rooms Small Meeting #1 and Small Meeting #2:

These rooms are available for use by small groups and individuals regardless of whether they are for-profit or nonprofit. The rooms can be reserved up to 3 days in advance: groups or individuals using the study rooms are limited to 2 hours per day. The study rooms can only be reserved via telephone at 589-4603 or in person.

Meeting Room Policies:

Groups using our meeting spaces agree to follow the following rules. Exceptions to these can only be made by the Library Administration (Director or Assistant Director).

- Groups/Individuals will adhere to the Library Code of Conduct which is available online and in the Administration office.
- Food is not allowed in the library's meeting rooms except, with advance permission, in the Activity Room and Theater
- Drinks with a secure cover are permitted in the library's meeting rooms.
- Payment of dues, admission fees or donations as a condition of attending a meeting is prohibited. All activities must be confined to the meeting room. Approaching library customers for the purpose of encouraging participation in the group's activities is prohibited. Fliers, brochures or other printed information should remain in the meeting room.
- Permission to use a library meeting room does not constitute endorsement of a group's philosophy or objectives by the Nashua Public Library. Display advertisements and posters for meetings or programs must not state or imply that an event is endorsed or sponsored by the library. All such posters or flyers are subject to review by the library administration and must be submitted to the Chandler Wing desk to be approved and posted on the library's bulletin boards by library staff.
- No signs are permitted on the library grounds except up to two directional signs with the name of the meeting and location may be hung in the building. Such signs must be typed and must be removed at the end of the meeting.
- Any damage to or loss of library property resulting from a meeting or program will be the responsibility of the organization that booked the room.
- Groups are responsible for setting up chairs and tables if necessary and returning them to their original location after the meeting.
- All meeting rooms should be left in a clean and orderly condition. If food is served (allowed with advance arrangements in the Activity Room and theater only) the group must sweep or vacuum the floor and wipe down all tables and counters after the meeting.
- Internet access is available in all of the meeting and study rooms.
- Printing to our public printers is available from anywhere in the building. Charges do apply.
- If, in the opinion of the Library Director, the presence of a police officer is necessary or advisable the group using the library meeting space will hire one or more at their own expense.
- The library reserves the right to relocate a group to the room most suited for its size and function.
- In case of circumstances beyond our control (e.g., inclement weather or loss of power) the library reserves the right to cancel any meeting, event or program.
- Reserving a meeting room will be considered a group's understanding of and agreement to follow these rules and regulations.
- Reservations may be forfeited if a group/individual does not arrive within 15 minutes of reservation start time. The library should be informed of cancellations as soon as possible.

Equipment policies:

- The podium is available for use by any non-profit group using one of our meeting rooms
- The large screen monitors in the meeting rooms are available for use by any group who has reserved our rooms; connecting cables and instruction for use are available at the Chandler Desk.
- Whiteboards are available for use by anyone using our rooms
- Use of the stage is reserved for library or Friends of the Library events and events sponsored by municipal and/or state government agencies
- Use of the sound system is reserved for library or Friends of the Library events
- The piano is reserved for use for library and Friends of the Library events, and events hosted by non-profit music schools or groups.

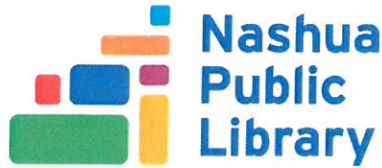
Additional policies for computer training room:

Prior approval by Library Administration is required for installation of software on computers in the Training Room. Installation must be done by library staff.

ADOPTED by the Board of Library Trustees

XXXX

David K. Pinsonneault, Secretary



Nashua Creates” collection development policy

Approved by the BOT xx/xx/xxxx

Introduction

The Nashua Public Library welcomes the opportunity to support and promote the creative and literary expression of our community. In that spirit, we have established our Nashua **Creates collection** in order to showcase the emerging literary, musical, and filmmaking efforts of our community. This donation-based collection will introduce library users to unique homegrown talent that is not yet nationally known, and give local content producers a tangible way to connect with their audiences. Nashua residents of all ages are encouraged to submit their original books, films, or sound recordings for inclusion in this collection. Materials will be selected based on the guidelines below.

What we will accept

Authors and creators who meet the eligibility requirements for a Nashua library card may donate a single copy of their original material for possible inclusion in the library’s Nashua Creates collection. The following guidelines apply to works created in any format:

- The library will accept only one copy of any title.
- Author/creator donations are limited to three titles per year.
- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- Electronic or digital submissions are welcome through our online platform.
- We will not accept plagiarized materials.
- The library staff reserves the right to refuse any submissions deemed to be lacking in any creative or literary value.

How to submit your original material

You **must** use one of the following methods for submitting your original material; library staff will not be available for discussion of individual submissions.

- **For print/hard copy donations:** Complete the attached form and drop off your submission at the Information Services desk. You can also mail your submission to us at 2 Court St. Please do NOT drop your submission in one of our book drops. In compliance with the library’s Gift Policy, submitted works become the property of the library and as such will not be returned to the donor. If not added to the collection, they will be donated to the Friends of the Library.

- **For digital submissions:** You must submit your work online using our online portal which is accessible from the library's website. For more information about this method call the Information Services desk at 603-589-4611

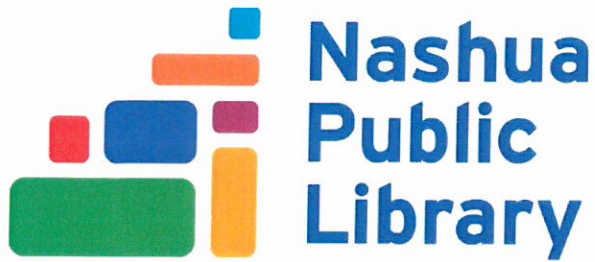
How will we respond and when

For print/hard copy: You will receive a written response via postal mail or email from the library within 60 days of your submission notifying you of our decision regarding its inclusion in our collection. You will receive another written communication from the library when your submission has been processed and is available on our shelves, usually within 30 days of the original notice.

For electronic submissions: Please refer to the submission guidelines outlined on our website. Electronic submissions must be made through the online portal; library staff will not accept digital media on any type of disc or drive. You may use library computers to make your submission.

What we will provide

- Print/hard copy materials selected for inclusion will be added to our Nashua Creates collection, with the exception of self-published family histories or similar genealogical materials which may be added to the Hunt Room local history collection.
- Print/hard copy materials will be subject to the same processing as other library materials including spine labels indicating shelf location and author/creator.
- Digitally submitted materials will be included in the online local author collection hosted by our current vendor. The terms of inclusion and retention for digital collections have been established by the library and the vendor. Those terms, including a statement regarding ownership rights, are attached to this policy.
- Materials offered for the Nashua Creates collection will be subject to the same retention guidelines as our current print collections. Weeded materials will not be returned to the author.
- The library may choose to purchase additional copies of materials submitted to our Nashua Creates collection in the event of high circulation, loss, or damage. If the library chooses to buy additional copies, they will be purchased from our regular vendors.



January 29, 2020

Linda LaFlamme
Chair
Board of Library Trustees

Dear Ms.LaFlamme:

I am writing to request \$3000 from the Bloomfield Trust to help pay for library concerts in FY2020.

Each year the Friends provide a similar level of funding for the concert series.

As you know, our outdoor concerts are one of the library's most popular programs, drawing 100 to 250 people each week. I urge you and the other members of the board to favorably consider this request. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Carol Luers Eyman". The signature is written in a cursive, flowing style.

Carol Luers Eyman
Outreach and Marketing Librarian

Acct Unit Description	Acct Unit	Account	Account Description	2019 Adpt Bud	2019 Avail Bud	2019 Actual	2020 Adpt Bud	2020 Avail Bud	2020 Actual	2021 Requested
LIBRARY-ADMIN	79.1.500	52100	FICA/MEDICARE	35,085	27,559	27,559	36,112	36,112	13,563	
LIBRARY-BLDGS & GROUNDS	79.1.720	52100	FICA/MEDICARE	10,976	10,530	10,530	11,374	11,374	5,636	
LIBRARY-ADULT SERVICES	79.1.745	52100	FICA/MEDICARE	19,438	18,361	18,361	19,373	19,373	9,879	
LIBRARY-YOUTH SERVICES	79.1.750	52100	FICA/MEDICARE	21,620	20,501	20,501	22,084	22,084	11,162	
LIBRARY-MEDIA SERVICES	79.1.755	52100	FICA/MEDICARE	3,067	2,717	2,717	3,133	3,133	1,684	
LIBRARY-BOOKS & MATERIALS	79.1.760	52100	FICA/MEDICARE	4,335	3,805	3,805	4,428	4,428	2,099	
LIBRARY-CIRCULATION	79.1.765	52100	FICA/MEDICARE	33,354	32,425	32,425	34,881	34,881	18,308	
LIBRARY-TECH & AUTOMATION	79.1.770	52100	FICA/MEDICARE	19,591	16,830	16,830	20,012	20,012	8,875	
LIBRARY-ADMIN	79.1.500	52150	PENSION EXPENSE	44,841	33,825	33,825	37,200	37,200	16,438	
LIBRARY-BLDGS & GROUNDS	79.1.720	52150	PENSION EXPENSE	12,628	12,922	12,922	12,810	12,810	6,431	
LIBRARY-ADULT SERVICES	79.1.745	52150	PENSION EXPENSE	24,414	24,261	24,261	24,989	24,989	13,482	
LIBRARY-YOUTH SERVICES	79.1.750	52150	PENSION EXPENSE	32,161	33,214	33,214	32,246	32,246	17,572	
LIBRARY-MEDIA SERVICES	79.1.755	52150	PENSION EXPENSE	4,563	4,807	4,807	4,574	4,574	2,677	
LIBRARY-BOOKS & MATERIALS	79.1.760	52150	PENSION EXPENSE	6,449	6,538	6,538	6,465	6,465	3,546	
LIBRARY-CIRCULATION	79.1.765	52150	PENSION EXPENSE	46,867	49,623	49,623	50,930	50,930	28,752	
LIBRARY-TECH & AUTOMATION	79.1.770	52150	PENSION EXPENSE	26,462	26,491	26,491	26,531	26,531	14,074	
LIBRARY-ADMIN	79.1.500	52300	BENEFITS	99,611	72,833	72,833	77,657	77,657	42,594	
LIBRARY-BLDGS & GROUNDS	79.1.720	52300	BENEFITS	40,940	28,835	28,835	29,798	29,798	15,609	
LIBRARY-ADULT SERVICES	79.1.745	52300	BENEFITS	47,673	58,859	58,859	64,821	64,821	33,588	
LIBRARY-YOUTH SERVICES	79.1.750	52300	BENEFITS	55,058	79,960	79,960	88,636	88,636	39,158	
LIBRARY-MEDIA SERVICES	79.1.755	52300	BENEFITS	23,913	21,168	21,168	26,428	26,428	5,288	
LIBRARY-BOOKS & MATERIALS	79.1.760	52300	BENEFITS	18,353	15,587	15,587	17,420	17,420	9,052	
LIBRARY-CIRCULATION	79.1.765	52300	BENEFITS	72,788	102,537	102,537	115,232	115,232	68,568	
LIBRARY-TECH & AUTOMATION	79.1.770	52300	BENEFITS	71,095	71,095	71,095	115,284	115,284	63,161	
LIBRARY-ADMIN	79.1.500	52800	EDUCATIONAL ASSISTANCE	5,000	5,000	0	5,000	5,000	480	
LIBRARY-CIRCULATION	79.1.765	52800	EDUCATIONAL ASSISTANCE	0	0	1,125	0	0	375	
			TOTAL BENEFITS	780,282	780,282	776,407	887,418	887,418	452,052	0

